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Nonpublic Postsecondary Institution Licensing
PROCEDURES FOR DEGREE-GRANTING INSTITUTIONS SEEKING INITIAL LICENSURE
OR SEEKING AN AMENDMENT TO ADD PROGRAMS OR TO ADD SITES

I. LETTER OF INTEREST/INTENT

- A. Institutions that plan to seek initial licensure or amendments to add programs or to add sites submit a letter of interest/intent summarizing information about the institution, the proposed program(s), and the need for the program(s). A letter of interest/intent is valid for two years from its date of submission to the Commission. After two years, the letter must be updated and resubmitted. It is preferred that the letter of intent be submitted to the staff electronically. It should not exceed three pages in length for each program and must address the following:
1. The proposed degree title and concentration;
 2. A brief statement of the purposes and objectives of the program;
 3. A statement of institutional and program accreditation and the states in which the programs are approved; and
 4. A proposed date of implementation.
- B. The staff distributes the information from the letter of interest/intent to the public and private institutions operating in the state at least 60 days before the next scheduled meeting of the Committee on Academic Affairs and Licensing (CAAL).

II. REVIEW AND RECOMMENDATION

- C. If the institution believes that it can meet the required standards and desires to apply for licensure, the institution should proceed by completing the application, assembling the required documentation, and submitting those documents to the License staff. The application may be submitted before the expiration of the 60-day comment period. The License staff will provide the inquiring institution with the necessary information and forms germane to the process. The Director responsible for licensing may require a conference to discuss the standards required of the institution and the procedures for implementing licensure.

- D. The License staff will review the application and documentation. If it is determined that the institution is ready for an examination visit, the License staff may make a visit to the institution's facilities in accordance with Regulation 62-15. The purpose of the visit is to confirm the documentation furnished by the institution and to ascertain whether or not the institution meets the licensing standards. The examination may be accomplished by:
1. Commission staff, or
 2. A committee of examiners selected by the License staff and approved by the Director responsible for licensing. It will include at least one member of the Commission staff, and may include administrators and/or faculty members of the public or private sectors or both with experience at appropriate levels. The committee may also include other qualified, appropriate persons. One member will be designated as chair and will assume responsibility for leadership in conducting the examination and in preparing the examiners' report.
- E. Within 30 days after the visit, the examining staff member or committee chairperson will prepare and submit a report of the visit to the Director responsible for licensing. The report will include a recommendation regarding the institution's application for licensure. All recommendations will be advisory. The recommendation accompanying the examiner's report should be that the institution:
1. Be licensed for a period of five years unless there is reasonable cause for a licensing period of less than five years, but not less than one year, (or in the case of an amendment to add a program or a site, for a period concurrent with the license period for the primary location) subject to annual staff visits and evaluation, as appropriate, and reporting as requested by the Commission, or
 2. Not be licensed but continue its efforts to comply with licensing criteria and reapply later, or
 3. Not be licensed and be advised either to disband or appropriately modify its operation. If the recommendation is that the institution not be licensed, the institution may choose to withdraw its formal request for licensing.
- F. The Director will evaluate the recommendation and forward a copy to the institution. The institution will be invited to discuss the report and recommendations and present any further information pertinent to the application. If the institution desires a meeting, the chairman of the examining committee and members of the License staff will normally attend the conference to present the committee's report and to respond to any questions concerning the examination visit.
- G. The Director will submit the recommendation of the examining committee to the appropriate committee of the Commission.

- H. The appropriate committee of the Commission will consider the recommendation. Appropriate representatives of the institution must attend the committee meeting to discuss the report and recommendation and to present any further information pertinent to the application. The committee will formulate a recommendation to be presented to the full Commission.
- H. The committee chair will submit the recommendation of the committee to the full Commission. Representatives of the institution must attend the Commission meeting. The Commission will make a decision on the institution's request for licensing. Notice, hearings, and other related process matters and subsequent procedures will be conducted in compliance with the Administrative Procedures Act, Chapter 23 of Title 1, South Carolina Code of Laws, 1976.
- I. If the Commission makes the decision to license an institution or to grant an amendment, the staff will issue a license for each location specifying the courses or programs the institution is authorized to offer, the specific site at which these courses or programs may be offered, and the degrees the institution is authorized to award.